

Simplified schedule for the production of the academic timetable (2020/21)

Date	Task/milestone	Task duration	Who
12/02/2020	Roll forward previous year's timetable data and create new database for the 2020/21 teaching year	2 weeks	Central Timetabling/IT
24/02/2020	Commence upload of updated Module, Programme of Study and Student data from Banner and initiate overnight data transfer process to update daily	Ongoing	Central Timetabling/IT
26/02/2020	Release timetable data to Faculty/School timetablers	Milestone	Central Timetabling
27/02/2020	Carry out data collection and scheduling process to build timetable	circa 2 months	Faculty/School Timetablers
24/04/2020	Attach returning students to compulsory blocks in Banner and allocate to core compulsory (single) activities in S+.	1 week	Central Timetabling/IT
30/04/2020	Complete timetable scheduling process in readiness for lecture theatre allocation and online enrolment for returning students.	Milestone	Faculty/School Timetablers
02/05/2020	Commence allocation of lecture theatres (Central teaching space)	circa 7 weeks	Central Timetabling/IT
06/05/2020	First draft timetable (with times, but not rooms) published online to assist returning students in making clash free optional module choices.	2 day	Central Timetabling/IT
12/05/2020	<i>Returning undergraduate students select optional modules using the online enrolment system</i>	<i>circa 10 weeks</i>	<i>Students</i>
01/07/2020	Commence allocation of students to group activities	Ongoing	Central Timetabling/Faculty and School timetablers
02/07/2020	Commence allocation of flat floored rooms (Central teaching space)	Ongoing	Central Timetabling/Faculty and School timetablers
07/07/2020	<i>Returning undergraduate students select discovery modules using the online enrolment system</i>	2 weeks	<i>Students</i>
17/08/2020	Publish draft timetable containing details of room allocations	Milestone	Central Timetabling
02/09/2020	<i>Taught postgraduate students select optional modules using the online enrolment system</i>	<i>circa 10 weeks</i>	<i>Students</i>
19/08/2020	Check room allocations and notify Central Timetabling of any amendments. Make any final changes to the timetable in accordance with the timetabling	circa 4 weeks	Faculty/School Timetablers
02/09/2020	<i>New undergraduate students select optional modules using the online enrolment system</i>	<i>circa 4 weeks</i>	<i>Students</i>
11/09/2020	Fix central teaching space room allocations and <u>publish</u> finalised timetable to staff and students	Milestone	Central Timetabling
28/09/2020	Start of semester 1	Milestone	Not applicable
01/11/2020	Ensure all room allocations for semester 2 are up-to-date	Ongoing	Central Timetabling
02/11/2020	Check room allocations for semester 2 and ensure all staff and students are allocated to semester 2 activities	Ongoing	Faculty/School Timetablers
25/01/2021	Start of semester 2	Milestone	Not applicable